

HOW TO SHELTER IN PLACE

FOLLOW THESE STEPS:

- 1. If there are any visitors in your office**, instruct them on shelter-in-place protocols for your office.
- 2. Gather everyone in the designated shelter-in-place area**, secured and with locks on the doors.
 - **In a natural disaster or radiological release**, the safest location is the room on the lowest level, or underground, and in the interior-most part of the building.
 - **In the event of a chemical or biological disaster**, the area should be an interior, windowless room on the highest floor of the building. Most hazardous agents are heavy enough to slowly settle to the ground.
- 3. If your office is in a mobile unit**, a plan must be developed in advance specifying a nearby building to seek shelter in.
- 4. Shut off all HVAC systems** and fans. If there is no other room other than the one with windows, cover or block them.
- 5. Encourage everyone to reach out to their emergency contact**, informing of their location.
- 6. Have an emergency kit available.**
- 7. It is beneficial to have a land-line phone** along with a battery-operated radio and television in this safe room for efficient and reliable communication.

